

DHS/DOV

Department of Human Services / Division of Volunteerism

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<http://www.arkansas.gov/dhs/adov/>

Recognition Information



The DHS Division of Volunteerism can contribute to your recognition program. Contact us if we can help! We would love to be a part of your celebration!

DATES TO REMEMBER

NATIONAL VOLUNTEER WEEK - APRIL

The Points of Light Foundation designates one week in April as National Volunteer Week. This week has a different theme each year. National Volunteer Week has been set for the following dates:

2008 April 27 – May 3

<http://www.pointsoflight.org/programs/seasons/nvw>

ARKANSAS VOLUNTEER MONTH - SEPTEMBER

Each year the Governor proclaims September as Volunteer Month in Arkansas. September is an excellent time for organizations to recognize volunteers who help them fulfill their mission.

RECOGNITION AWARDS

► ARKANSAS VOLUNTEER COMMUNITY OF THE YEAR ►

Each year twelve (12) Arkansas communities are recognized for the volunteer efforts of their citizens. Awards are presented to the mayors of these cities at the Arkansas Municipal League's Fall Meeting. This awards program is sponsored by the Governor, the Arkansas Municipal League, and the Arkansas Division of Volunteerism. The Arkansas Highway and Transportation Department donates Arkansas Volunteer Community of the Year highway signs to the 12 recipients.

[Click here for more information](#)

► ARKANSAS COMMUNITY SERVICE AWARDS ►

The Arkansas Community Service Awards are presented in the summer at a televised event sponsored by the KARK-TV Channel 4 in Little Rock, the Division of Volunteerism, The Governor's Office, and St. Vincent's Health Systems. Nominations are accepted year round and beginning in January 2007, an honoree will be highlighted. These Awards are divided into four (4) categories.

INDIVIDUAL COMMUNITY SERVICE AWARDS

These awards are given to seven (7) adult Arkansans who have given conscientious, unselfish volunteer service in their communities.

CORPORATE HUMANITARIAN AWARDS

These awards are given to one (1) for profit business with under 100 employees and one (1) for profit business with over 100 employees that have consistently given to their communities through the volunteer effort of their employees and management.

YOUTH HUMANITARIAN AWARD

This award is given to an outstanding youth (under the age of 21) who, through his/her community activities, has demonstrated outstanding volunteer service.

DISTINGUISHED CITIZEN AWARD

This award is given to an Arkansan who has gone the extra mile to improve the quality of life for all Arkansans. This individual's life sets an example for others to follow.



The recipients of the Arkansas Community Service Awards are chosen by distinguished panels of community leaders from across the state. The individual, corporate and youth recipients receive a trophy. A monetary award is given in the name of each recipient to a non-profit of the recipient's choice. Nomination forms are available from the Division of Volunteerism year round.

[Click here for more information](#)

► POINTS OF LIGHT FOUNDATION - DAILY POINTS OF LIGHT ►

This is a national recognition designed to honor those who have made a commitment to connect Americans through service to help meet critical needs in their communities, especially around the goals for children and youth set by the Presidents' Summit for America's Future. This recognition is sponsored by the Points of Light Foundation at www.pointsoflife.org. Nomination forms may be obtained by calling the Arkansas Division of Volunteerism or Points of Light Foundation (1-202-223-9186).

► PRESIDENT'S SERVICE AWARDS ►

The President's Service Awards were created in 1982 to give national recognition to individuals and groups engaged in voluntary service to help solve serious social problems. These awards focus attention on outstanding and innovative volunteer efforts. Approximately 20 awards are given annually in the categories of human needs, education, environment, and public safety.

The President's Service Awards are presented in the spring of each year and are co-sponsored by The Points of Light Foundation and The Corporation for National Service. Nomination forms may be obtained from the Points of Light Foundation at <http://www.pointsoflife.org> (1-202-223-9186)

► THE JEFFERSON AWARDS ►

Administered by the American Institute for Public Service, the Jefferson Awards are presented each year on two levels: national and local. National award recipients represent a "Who's Who" of outstanding Americans. Winners include three Supreme Court Justices, eight U.S. Senators, six Secretaries of State, eleven Cabinet Officers and three former First Ladies. On the local level, Jefferson Awards recipients are ordinary people who do extraordinary things without expectation of recognition or reward. For more information on the Jefferson Awards, visit their website at www.jeffersonawards.org.

RECOGNITION BOOKMARKS

Bookmarks may be requested at any time during the year. When bookmarks go out of print, new designs are developed. If we cannot fulfill your request with the bookmarks you have ordered, we will fill your order with one of the new designs.

Arkansas Volunteers – Play Your Part! (Recruitment)

Volunteer Arkansas! (Recruitment)

Inspire by Example – Volunteer!! (Recruitment)

Volunteer - (Recruitment)

Many Thanks for Volunteering (Recognition)

Volunteering Is A Natural (General)



The best way to find yourself is to lose yourself in the service to others



VOLUNTEER!!



MANY THANKS FOR VOLUNTEERING!

Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you!
Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you!
Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you!
Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you! Thank you!
Thank you! THANKS !!!



Volunteering is a Natural!

Guidelines for ordering bookmarks

1. Bookmarks may be ordered in quantities of **25 or more** and are free of charge. (The order should be based on the number of volunteers currently employed by your organization or the number of volunteers you wish to recruit.) Please make your request **in writing** (fax and email are also acceptable) and allow **two (2) weeks for processing**. Email your requests to:
<mailto:rebecca.burton@arkansas.gov>

RECOGNITION CERTIFICATES

Recognition certificates are free of charge and may be requested by the volunteer coordinator or executive director of your organization at any time during the year. Due to the influx of request, the Division of Volunteerism asks that you send your request at least three to four weeks prior to your event date. Also, the maximum numbers of certificates are **250** certificates per request. The Division of Volunteerism wants all of your volunteers to be recognized. If you have a larger request, please contact our office so that we can assist in making your event successful.

DOV CERTIFICATE OF APPRECIATION

This certificate is signed by the Director of the Division of Volunteerism. It reads, "Certificate of Appreciation presented to (name of individual) in recognition of outstanding volunteer service benefiting your community."

Individual volunteers who have given between 50 and 100 hours of volunteer time within the requesting organization's calendar year or made a significant contribution of time and effort during an emergency situation or special project will receive this certificate.



DOV CORPORATE GOOD NEIGHBOR AWARD



This certificate is signed by the Director of the DHS Division of Volunteerism. It reads Corporate Good Neighbor Award presented to (name of corporation/business) For your outstanding support of volunteerism and your corporate volunteer efforts, we thank you!

Corporations/Businesses that have contributed in-kind donations or have encouraged their employees to volunteer with an organization, and have made a significant impact on the organization, are eligible for the Corporate Good Neighbor Award.

GOVERNOR'S VOLUNTEER EXCELLENCE AWARD CERTIFICATES

These four (4) certificates are awarded to **individual volunteers**. Which certificate the individual receives is based on the number of hours that individual gives to the requesting organization. These certificates read "Governor's Volunteer Excellence Award presented to (name of individual) in recognition of outstanding volunteer service to the people of Arkansas." These certificates are marked with the date of your organization's recognition event and are signed by the Governor and the Director of the Division of Volunteerism.



For 100 to 250 hours of volunteer service in one year





For 251 to 500 hours of volunteer service in one year



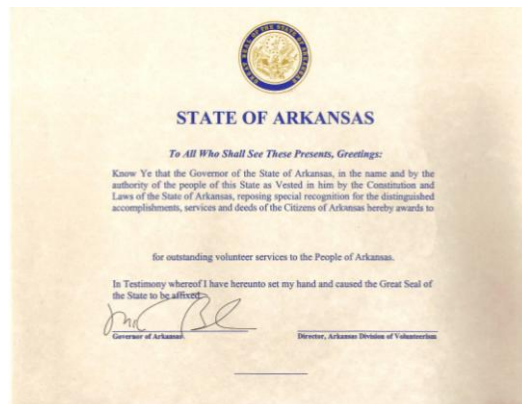
For 501 to 750 hours of volunteer service in one year



For 751 and above hours of volunteer service in one year



STATE OF ARKANSAS VOLUNTEER AWARD CERTIFICATE



The State of Arkansas Volunteer Award Certificate is signed by the Governor and the Director of the Division of Volunteerism. It is given to **for profit businesses, auxiliaries, and community groups** that have made a significant contribution to your organization. This certificate is awarded to the group, as a whole, rather than to an individual in the group.

This certificate reads "State of Arkansas To all who shall see these presents, greeting: Know Ye that the Governor of the State of Arkansas in the name and by the authority of the people of this State as vested in him by the Constitution and laws of the State of Arkansas reposing special recognition for the distinguished accomplishments, services and deeds of the Citizens of Arkansas hereby awards to (name of group) for outstanding volunteer services to the State of Arkansas. In testimony whereof I have hereunto set my hand and caused the Great Seal of the State to be affixed." (Date of the recognition event)



Guidelines for requesting certificates

1. Certificate requests may be made by any individual within an organization who is aware of the volunteer's service and can provide documentation of that service, if requested. *(Requests should be made according to the number of hours given, not by the certificate's name.)*

When requesting certificates, please list the volunteers' names under the following categories:
50 to 100 hours, 100 to 250 hours, 250 to 500 hours, 500 to 750 hours, 750 hours and above, groups.

2. Your list should be typewritten with the volunteers' names as they should appear on the certificates, i.e. **First name before last name.**
3. Your list should include the date of **your recognition event**, a contact **person** with his/her **phone number**, and a **mailing address** for the return of the finished certificates.
4. DOV must **receive** your request **at least three (4) weeks before your recognition event** so DOV can letter the names, obtain the appropriate signatures and mail the certificates back to your organization for presentation.

Please make your request **in writing** (fax and email are also acceptable). Email your requests to:
beth.jacks@arkansas.gov

GOVERNOR'S RECOGNITION LETTER

This is a letter from the Governor commending the volunteer effort of an **individual who** has given five **(5) years or more volunteer service** to your organization or a community **group or for profit business** that has made a **significant contribution of time and effort to your organization on a continuous basis for a number of years.** Governor's letters should be presented at a recognition event honoring the recipient.

Guidelines for requesting Governor's letters

1. Governor's letters may **be requested** through the Division of Volunteerism **by the director or volunteer coordinator** of the organization. The director or volunteer coordinator may be asked to provide documentation of volunteer service.
2. For an **individual volunteer**, include the person's **full name, mailing address, first name for the salutation**, and the number of **years** the individual has volunteered for your organization.

Example: **Mr. John Doe** 5 years
 105 Hometown
 Anytown, Arkansas 70000

 Dear John

3. For a community **group or auxiliary**, include the **name of the principal officer, his/her title**, the official **mailing address of group**, and the number of **years** the group **has volunteered** for your organization.

Example: **Ms. Jane Doe** 10 years
 President
 Any Group Auxiliary

**105 Hometown
Anytown, Arkansas 70000**

Dear Ms. Doe

4. For a **for profit business**, please include the name of the owner/CEO, his/her title, the company mailing address, and the number of years of volunteer service the company has given to your organization.

Example: **Mr. Johnny Doe** 15 years
 President
 Our Business
 105 Hometown
 Anytown, Arkansas 70000

Dear Mr. Doe

5. DOV must receive your request at least four (4) weeks before your recognition event.

Send requests for bookmarks and certificates to DHS Division of Volunteerism, PO Box 1437, Slot #S-230, Little Rock, Arkansas 72203. You may email your request to: beth.jacks@arkansas.gov or send it by fax to our offices (501) 682-6752. If you have questions, please call at (501) 682-7540.

(Revised 08/07)